

## **NPS General Information - Travel**

**Rules: Travelers should read Appendix 0 to familiarize themselves with applicable regulations. It is located at <http://www.nps.navy.mil/Travel/paae/regulations.htm>.**

Ref: NAVPGSCOLINST 4650.4E

### **RESOURCES:**

**NPS Shared Services Travel Office (SSTO):** Root Hall, Room 106. Hours 0800-1630 PT, Monday, Wednesday - Friday; 0800-1400 PT, Tuesday.

. The SSTO staff will function as a 'help desk' resource for travelers and travel arrangers. This would include answering questions and providing training related to:

- a. All travel processes
- b. government travel rules and regulations
- c. general travel issues

. The SSTO staff will function as a 'help desk' resource for travelers and travel arrangers. This would include answering questions and providing training related to:

- a. Training for NPS faculty and staff (travel rules)
- b. Student travel
- c. International travel: resources for departmental travel arrangers, and assistance for international trips, including country clearances.
- d. Passport application (State Dept. requires 5-8 week processing period.)
- e. Government travel card program (Agency program coordinator)
- f. Provide travel-related updates to travelers and travel arrangers

.Contact information:

- a. Telephone (831) 656-2041/3637
- b. Fax (831) 656-7632
- c. Email: [travel@nps.navy.mil](mailto:travel@nps.navy.mil)
- d. Website: <http://www.nps.navy.mil/Travel/Home.htm>  
(Please note that the travel website has been updated and now includes SOPs.)

**Personnel Support Detachment (PSD). Transportation:** Herrmann Hall - East Wing, Room 109. Hours 0830-1600, Monday - Friday.

. Authorizes SATO to issue airline tickets.

. Process travel requests and claims for non-Travel Manager travel (Invitational travel orders and fund cites)

.Contact information:

- a. Telephone: (831) 656-1922/1923
- b. Fax 656-

**SATO Travel (contractor travel agent):** Herrmann Hall- East Wing, Room 109. Hours 0730-1630, Monday-Friday

. Makes airline, hotel and rental car reservations

Issues airline tickets (Not after 1600)

Makes necessary changes for personnel while on travel

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Toll-free telephone access for after-hours travel amendments

. Contact information:

- a. Telephone: 831-655-1205
- b. Fax: 831- 655-4485
- c. Email: sato@nps.navy.mil
- d. For assistance when NPS SATO is closed: 800-359-9999

**Security Office:** Glasgow Hall, Room B16, Hours: Mon - Thurs 0730-1600 Friday 0730-1400.

- Issues visitor clearances (NPS personnel visiting other commands)
- Provides anti-terrorist training
- Receives and initiates processing of security clearances
- Contact information:
  - a. Telephone: 831-656-2405
  - b. Fax: 831-656-4485
  - c. Email: securitymgr@nps.navy.mil

### **For assistance with Travel Manager™:**

- G2 - Contractor: Provides training and support for Travel Manager™ Software:
  - a. G2 Representative - NPS Available: Mon- Thurs. 0645 – 1230  
Root Hal1106A g2nps@nps.navy.mil 831-656-1184
  - b. G2 Representative - San Diego Available: Mon-Fri. 0800- 1645  
Available only by phone and email. g2sd@nps.navy.mil- 619-222-8025 x31

### **These forms are required for each trip:**

- Travel Requests: If your school, department or institute has a travel arranger, trips can be initiated by submitting a completed Travel Request Form to him or her. A blank form is available at: <http://www.nps.navy.mil/Travel/Home.htm>. (See attachment 1.)

-Vouchers/claims: When a trip is complete, a claim for reimbursement (Form 1351-2) must be submitted within five (5) working days of completion of travel. This completed form, with original receipts, should be submitted to the travel arranger. Receipts are required for all expenses over \$75.00. The travel arranger will create an electronic voucher in Travel Manager TM software, which is then forwarded for payment once the necessary approvals are secured. You can access the **DD Form 1351-2 Travel Voucher or Subvoucher** at:  
<http://www.dior.whs.mil/forms/DD1351-2.PDF> (See attachment 2)

-If a traveler does his or her own travel arranging in TM, he or she should create an electronic version of the voucher. It will not be necessary to complete Form 1351-2.

Note that travel vouchers, with original receipts, must be kept by individual travelers for seventy-five months after travel is complete.

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### **NEW TRAVELERS:**

-New travelers should complete the following forms in advance of their first trip:

-Electronic Funds Transfer (EFT) Form: The purpose of this form is to ensure that travelers are reimbursed quickly for expenses incurred while on official orders. New travelers (both on government and invitational travel orders) must complete a hard copy of this form and then submit it to the SSTO or PSD. Blank EFT forms are available at:

<http://www.nps.navy.mil/Travel/binder/encl3%20eft%20sheet.doc>

(See attachment 3.)

-Traveler Profile Form: The purpose of this form is to provide travel arrangers and SATO with basic information about the traveler and her/his preferences. The form is located at:

<http://www.nps.navy.mil/Travel/binder2/TRAVELPROFILEform.pdf>. New travelers should complete this form and submit it to the SSTO by email or fax. Each department/school needs to identify a person who should keep credit card roster with up-to-date numbers, and keep SATO notified. (See attachment 4.)

-Mandatory Government Travel Credit Card: Any individual traveling more than twice per year must use a government travel credit card. A hard-copy completed application and the DoD US Navy Statement of Understanding Government Travel Card Program Form, including approval by the appropriate department head, chair or institute director, must be completed and submitted to the Travel Card Program Coordinator at the SSTO. The card- holder must take an on-line training class before the credit card will be issued. The application material (application and statement of understanding) can be retrieved at:

<http://www.nps.navy.mil/Travel/oage/governmenttravelcard.htm>

(See attachment 5.)

Please note that the process typically takes 7-10 working days for delivery of card.